

## **Parkes Foundation Data Privacy Policy**

The Parkes Foundation is a registered charity (charity number 256768). This policy provides information about how the Parkes Foundation uses (or 'processes') personal data about individuals, including current and past award applicants, applicants' referees and Parkes Foundation Trustees. This information is provided because Data Protection Law gives individuals the right to understand how their data are stored and used.

### ***Responsibility for Data Protection***

The Executive Secretary is responsible for ensuring the Parkes Foundation is compliant with data protection legislation. The Executive Secretary can be contacted by email (cmg26@cam.ac.uk).

### ***Why the Parkes Foundation collects personal data***

The Parkes Foundation requests personal information from **award applicants** so the trustees can make an informed judgement of the applications when awarding grants and to allow the secretaries to communicate with applicants. **Grant awardees** are asked to provide their bank account number and sort code so the funds can be transferred to their account.

The Parkes Foundation asks applicants to supply details of their **referees** so their academic affiliation can be confirmed and so they can be contacted to request a reference.

### ***What personal data are collected?***

**Award applicants** are asked to supply: their name, date of birth, contact details, current and past affiliations and education and employment history. In addition they are asked to provide the names, contact details and current affiliation of two **referees**. Applicants enter the information into an application form (Word document).

**Grant awardees** are asked to supply their bank account number and sort code:

### ***How are the data stored?***

Data are stored as the original application forms and referee references in a password-protected file. The Executive Secretary and Associate Secretary have unrestricted access to the files. The files might be made available to the Trustees for the duration of the grant awarding process (i.e. for a period of around 3 weeks before the annual meeting), either by granting them temporary access to these or as paper copies. All paper copies are shredded on completion of the process and Trustees' access to the digital files ended. The award application form are kept for a period of 5 years.

Grant Awardee bank details are not stored after money transfers have been completed.

No printed copies of personal data are kept.

### ***Who has access to the data?***

The data can be accessed by the Executive Secretary, Assistant Secretary and temporarily by the Trustees.

### ***How long are the data kept?***

Award applicant data are stored for 5 years then deleted.

### ***Consent to data collection, rights of access and data accuracy***

Applicants are directed to the Parkes Foundation's privacy policy when submitting their grant applications. Applicants should contact the Executive Secretary to request details of data stored, to update data and to request deletion.

Revised 30 October 2018  
Caroline M. Edgley  
(Executive Secretary)